

**GENERAL SERVICES ENTERPRISE
CUSTOMER COUNCIL MEETING MINUTES
September 23, 2003**

Members Present:

John Bradford, Chairperson, Member of Public; John Baldwin, Vice Chairperson, Dept. of Corrections; Capt. Bob Alles, DPS; Jennifer St. John, DNR; Roger Johnson, Cultural Affairs; Greg Anliker, Elder Affairs; Charlie Smithson, Ethics; Peggy Sullivan, Judicial;

Members Absent:

Marcia Spangler, DPH; Mary Lawyer, IDED, Terry Robertson, IDED, Ruth White, Human Rights, AFSCME Representative.

Others Present:

Patrick Deluhery, GSE; Debbie O'Leary, GSE; Dale Schroeder, GSE; Scott Bertness, GSE; Tim Ryburn, GSE, Terra Harrington, GSE; Nancy Williams, GSE, Shirley Walker, GSE, Carol Stratemeyer, GSE, Cynthia Clingan, Senate.

Call to Order

Chairperson John Bradford called the meeting to order at 1:35 p.m.

Opening Comments

Pat Deluhery, GSE C.O.O. welcomed members and guests to the GSE Customer Council meeting.

Approval of Minutes

Cpt. Bob Alles moved to approve the meeting minutes of August 19, 2003 as presented. Roger Johnson seconded that motion. Motion approved. Minutes to be filed.

Approval of GSE By-Laws

Cpt. Bob Alles moved to approve the GSE By-Laws as presented. Peggy Sullivan seconded that motion. Motion approved. GSE By-Laws to be filed.

Product Line Presentation

Dean Ibsen, Administrator of the Design and Construction Division made a Power Point Presentation to the group (*copy attached as part of the minutes*).

Dean advised he is an architect, has been in private practice, spent 13 years in Colorado Springs, 7 years in Dubuque, Iowa and has been with the State since 1999 (initially as a private sector consultant helping with an infrastructure assessment state-wide). Dean spent about six months going around the state walking through rooms and buildings and sites and making comments on conditions of the buildings and has a good sense of the facilities all over the State.

General Services works with about one-fifth of all of the state facilities, about 12 agencies and institutions. GSE doesn't work directly with DNR, DOT, Public Defense or with the Regents.

We do work with most of the other agencies, especially with the agencies that have sites and facilities either on the Capitol Complex or around the State.

Dean's presentation is about the services GSE provides, the funding sources and the budget items, and the items that GSE needs to pay for with the money that GSE receives and some of the challenges and the opportunities that GSE faces as we try to do our work.

Questions:

Define Seat of Government?

Defined as Polk County

Lease Management Charges?

GSE will bill back for our services to negotiate contracts

How is it decided who gets leased space and who doesn't on complex?

Some agencies request to be off complex.

A wide variety of reasons

Building being demolished – i.e. micrographics building

The "ideal" would be to have as many agencies on complex as possible – not to pay off campus lease charges.

Number of Leases?

34 at Seat of Government

134 outside Seat of Government – GSE provides oversight

Utilities

Just recently we purchased 240,000 gallons of fuel oil. We expect natural gas prices to dramatically increase and decided to lock in on some heating fuel prices.

Which services do you believe would be utilities?

Project Management and Planning for the agencies that we work with (exception would be ceremonial spaces).

Restoration Painting – is ceremonial space work, in general we won't bill for.

If we were to do work for other areas, we would consider billing for those services.

Leases and move management on the Capitol Complex.

Leases outside the seat of government.

Capitol Complex utilities (gas, electric, etc.)

Dale Schroeder, Administrator of the Fleet and Mail Division made a Power Point Presentation to the group on the Mail Division (*copy attached as part of the minutes*).

Dale's career in state government began in 1979 as a purchasing agent for General Services, and he was promoted to become the state vehicle dispatcher in 1988. In 1994 in one of General Services' reorganizations the mail section was added to Dale's duties.

Questions:

Inter-office mail service area?

Within the service area, we have staff picking up the mail and bringing it back to the Grimes and then sending it out the federal system or delivering it to another office within that area.

Can't the Post Office deliver mail to all of the buildings?

They will not deliver to each building.

The Postal Service will make deliveries to individual offices outside of the Complex, but they will not make deliveries within the Complex.

GSE also picks up and delivers inter-office mail along with the federal mail.

Metered Mail?

Processed in the Hoover and Grimes Building.

About 2/3 of our mail is metered.

Question on bar codes?

There is no set limit on how many bar codes you can set.

Open Discussion

None

Adjournment

Meeting adjourned at 3:00 pm.

Reminder – next meeting will be Thursday, September 25, 2003 in the Grimes Building.

Respectfully submitted,

Patrick J. Deluhery, C. O. O.
General Services Enterprise

PJD:naw